

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039**

FEBRUARY 13, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 1:03 p.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Erin Blank, Assistant Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Director of Environmental Services; Adam Kikkert, Maintenance Lead; Jessica Streaan, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

ABSENT: None

3. **APPROVAL OF MINUTES OF JANUARY 4, 2017 MEETING:** Motion made by Duchac to approve the January 4, 2017 Minutes; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Hilbert. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC: 25 of 30, with 1 admission tomorrow, 1 in the hospital, 1 discharge on Friday

Clearview: 125 of 140, with 1 admission tomorrow, possibly 2 discharging tomorrow

Clearview Behavioral Health 1/2:	18 of 20, with 1 discharge today
ICF-IID (formerly FDD):	44 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20

9. **ADMINISTRATOR'S REPORT:**

- **"Night to Shine" ~ Heather Ninmann:** Heather Ninmann, IID Household Specialist, discussed two male members from the IID households attending a "Night to Shine," a prom night experience for people with intellectual disabilities, which is being held on February 10, 2017 at the YMCA at Pabst Farms in Oconomowoc. A "Night to Shine" is sponsored by the Tim Tebow Foundation. Everything was free: limo rides, donated tuxes, shoes, ties, etc. There was a "Red Carpet" walk, refreshments, as well as a D.J. providing musical entertainment. Crowns and boutonnieres were given to all of the male attendants.
- **Update: Siding Replacement Project:** Hooper updated the Committee on a message she received from Bill Robison of Enberg Anderson. Robison had heard from Steve Schulz, the Regional Sales Manager - Light Building Products Division of Boral. Boral was not able to provide a rate or a definitive timeline and suggested moving forward with a different product. Jim Hill, Director of Environmental Services, and Adam Kikkert, Maintenance Lead, presented a slide show of pictures – October 2016 vs. February 2017 to show the differences in the siding as far as fading, slight shifts, etc. More pictures will be taken in a couple of months. Hooper will request a status update from Boldt on the timeline for the fire code certification; if necessary, a conference call will take place at the April 5 Health Facilities Committee meeting if more information is available at that time.
- **Trailview Update:** Hooper and Jessica Strean, Assisted Living Supervisor, updated the Committee on a small kitchen fire at Trailview on February 7, 2017. Flour was thrown on the grease fire and the pot placed in the stainless steel sink. All four residents were safely removed from the building and 911 was called. No harm to the residents, but the staff member had minor injuries. A few quotes have come in for clean-up. The insurance adjuster visited Trailview on February 10 and an insurance claim started; the Fire Report has been filed with the State as well.
- **Quality Assurance Update ~ Ann Schulz:** Ann Schulz, Director of Nursing, discussed the information presented at the most recent Quality Assurance meeting held at Clearview. Schulz updated the Committee on falls, quarantines, infectious waste, the decrease in antipsychotic medication use; influenza vaccines, call lights, medication errors, monitoring expiration dates, brief and linen usage, as well as the Mega Rule (bed assessments, bed rails, measurements).
- **Update: Accounts Receivable / Aging Accounts:** Hooper, Wiley, and Kurutz updated the Committee; a further update will be given at the April 5 meeting.

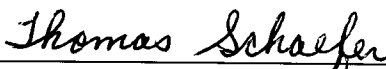
- **Discussion of Joint Meeting Notice:** Assistant Corporation Counsel Kathilynne Grotelueschen prepared a sample Joint Meeting Notice, to be used if the need ever arises between two committees.
- **Individuals With Intellectual Disabilities (IID) Rate Changes:** The Finance Office has been notified that effective January 1, 2017, the Medicaid daily rate will be consolidated from four different rates to one. Previously an IID resident had been assessed a specific level of care which corresponded to a specific daily Medicaid rate. The State has changed this to group all IID residents into one level of care, therefore, one Medicaid rate for each IID resident.
- **Governor's Budget Discussion:** Hooper gave a summary of Governor Walker's proposed 2017-2019 State Budget relating to nursing home Medicaid rate increases: (1) an increase in nursing home provider rates by 2% in each fiscal year to support direct care workforce and increased resident acuity in nursing homes; (2) an increase in provider rates by 1% in each fiscal year to intermediate care facilities for individuals with intellectual disabilities; and (3) an increase in funding for enhanced behavioral and cognitive impairment incentives. Staff from LeadingAge Wisconsin will be meeting with the Governor's budget officials on Friday, February 10 to learn more about the Family Care budget and funding generally available to increase MCO capitation rates.
- **Consider, Discuss, and Take Potential Action on Carryover of 2016 Budget ~ Resolution:** A Resolution was reviewed by the Committee to carry over the amount of \$424,924 in the 2016 Clearview Budget to the 2017 Clearview Budget, to complete the Clearview building siding removal and replacement project. Motion by Duchac to approve the Resolution as drafted; seconded by Schaefer. Motion carried.
- **Consider, Discuss, and Take Potential Action on 2016 Budget Adjustment Resolution (in addition to the 2016 Budget Carryover Resolution):** A Resolution was reviewed by the Committee to adjust the 2016 Budget. Motion by Hilbert to approve the Resolution as drafted; seconded by Derr. Motion carried.
- **Out-of-State Travel: LeadingAge "Peak Leadership Summit" ~ Washington, D.C.: March 18 through March 22, 2017:** Administrator Hooper requested to attend the LeadingAge "Peak Leadership Summit" in Washington, D.C., from March 18 through March 22, 2017. In the interest of time, for registration purposes, the out-of-state travel request went before the Executive Committee at their February 6, 2017 meeting. Motion by Derr to approve the request to attend the conference; seconded by Schaefer. Motion carried. Hooper will update the Committee on the conference at the April 5 meeting.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **2016 Budget Adjustment Request:** Wiley presented to the Committee the final intradepartmental budget adjustments for 2016. He explained that the increase in expenses are offset by corresponding decreases to expenses, therefore, having a zero effect on the budget. This notification was to just reallocate budgeted expenses to more closely reflect actual expenditures.
 - **2016 Revenue Report:** Wiley presented to the Committee a report showing the 2016 and 2017 revenue budget amounts for the entire facility. It also showed, by month, all revenues, budgeted days, actual days, and differences so that the Committee could see how revenues changed and in which areas of the facility had surpluses and shortfalls throughout the year.
 - **2016 Budget Resolution for Carryover:** The Committee approved the resolution to carry forward the remaining 2016 capital funds of the siding replacement project into the 2017 budget. The siding project was not completed in 2016 due to the difficulties in identifying a suitable siding product to replace the current siding on the building.
 - **2016 Budget Adjustment Resolution:** The Committee approved the resolution requesting that specific revenue lines of the 2016 budget be adjusted. Wiley explained that some revenue sources exceeded the budget whereas others were short. The overall request was a revenue increase of \$7,500. The resolution also requested an offset of an increase of \$7,500 in legal fees. This was due to several instances where, in coordination with the Dodge County Corporation Counsel's office, outside counsel had to be obtained in pursuing various legal and regulatory matters throughout the year.
10. **NEXT MEETING DATE:** *Wednesday, April 5, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr; seconded by Hilbert, to adjourn. Meeting adjourned at 2:59 p.m.

Dated this 5th day of April, 2017.

Respectfully submitted,



Thomas Schaefer, Secretary